



CORONAVIRUS IN BROOKE HILL ACADEMY TRUST MANAGEMENT OF KNOWN OR SUSPECTED CASES.		TICK
Please consider all the actions below (mark as not applicable [NA] as necessary)		
1.	Inform Health Protection, Public Health Lincolnshire , Public Health Rutland if there is a possible or confirmed case. If there are 2 or more possible or confirmed cases this needs to be reported as an outbreak.	
2.	Key Contacts for Early Advice and Support include: <ul style="list-style-type: none"> <input type="checkbox"/> Public Health Lincolnshire – Tel: 01522 553729 [In Hours 08:00 – 17:00] <input type="checkbox"/> Public Health Rutland – Tel 01572 722577 (in hours 08.00-17.00) <input type="checkbox"/> Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours] <input type="checkbox"/> 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform. 	
3.	In the interim: <ul style="list-style-type: none"> <input type="checkbox"/> Contact parents/carers of the children affected to arrange for them to be collected. <input type="checkbox"/> Whilst the child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. <input type="checkbox"/> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital. 	
4.	Implement infection prevention & control precautions: <ul style="list-style-type: none"> <input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting <input type="checkbox"/> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. <input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. 	
5	Children with symptoms should be excluded from the setting, should self-isolate for at least 7 days from the onset of symptoms following the current advice. Other members of the family (parents/guardians) will also need to self-isolate for 14 days this includes any siblings who may also be in the school . If someone has serious symptoms they cannot manage at home they should use NHS 111 online.	
6.	Cleaning All surfaces that the symptomatic person (child or staff) has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> <input type="checkbox"/> objects which are visibly contaminated with body fluids <input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells 	
7.	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> <input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.). <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>	
8.	Waste	



	<p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p>	
8.	<p>Anyone showing symptoms</p> <p>Staff with symptoms should be excluded from work, should self-isolate for at least 7 days from the onset of symptoms following the current advice in the staying at home guidance. If someone has serious symptoms they cannot manage at home they should use NHS 111 online service.</p> <p>Staff with symptoms should also contact the NHS test and trace service</p> <p>How NHS test and trace service works</p> <p>Part 1: for someone with symptoms of coronavirus</p> <ol style="list-style-type: none"> 1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms 2. test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access 3. results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate 4. share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of their contract tracers. 5. alert: you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue 6. isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home 7. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at www.nhs.uk/coronavirus or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 7 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus. 8. Track and trace will contact the school and ask for information about the contacts you have shared with them , the school will check and verify the credentials of the 	



	<p>person making the request from track and trace and this request for information must be made to The School Business Manager .</p> <p>9. Information shared with track and trace will be recorded by the Business Manager and parents of children will be notified that information has been shared with this authorized agency in line with current GDPR legislation.</p>	
10	<p><u>Daily actions:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The Heads of school to co-ordinate & communicate outbreak information and share with Sharon Milner Executive Head and the School Business Manager. <p>The School Business Manager will maintain & update any Outbreak Chart that may be in place, recording affected children / staff</p>	
	<ul style="list-style-type: none"> <input type="checkbox"/> 	